

Compliance index

The Department of Parliamentary Services is required at the end of each financial year to give a report to the Presiding Officers for presentation to each House of the Parliament under subsection 65(1)(c) of the *Parliamentary Service Act 1999*.

Under subsection 65(2) of the *Parliamentary Service Act 1999*, the department's annual report must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit (JCPAA). The Requirements for annual reports for departments, executive agencies and FMA Act bodies (the Requirements) were revised and reissued in June 2010.

The Requirements stipulate a core set of mandatory information which must be included in annual reports to ensure that accountability requirements are met and to provide consistency for readers. There are other items which are suggested for inclusion on the basis of making the annual report as informative as possible.

The following table shows where the mandatory information specified by the Requirements may be found in this report.

Part of report	Requirement item	Location
Letters of transmittal	Letters of transmittal	Pages iii, v
Aids to access	Table of contents	Page vii
	Index	Page 193
	Glossary	Page 175
	Abbreviations and acronyms	Page 177
	Contact officer	Page ii
	Internet home page address and internet address of report	Page ii

Part of report	Requirement item	Location
Part 1—Review by Secretary	Review by departmental Secretary	Page 1
	Summary of significant issues and developments	Pages 1–3
	Outlook for 2012–13	Page 3
Part 2—Departmental overview	Overview description of department	Page 5
	Role and functions	Page 5
	Organisational structure	Pages 6–7
	Outcome and program structure	Page 9
	Where outcome and program structures differ from PB Statements/PAEs or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	N/A
Parts 3 & 4—Report on performance	Review of performance during the year in relation to programs and contribution to outcomes	Pages 13–17
	Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Parts 3 & 4
	Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	N/A
	Narrative discussion and analysis of performance	Parts 3 & 4
	Trend Information	Parts 3 & 4
	Significant changes in nature of principle functions/services	Page 20
	Factors, events or trends influencing departmental performance	Parts 3 & 4
	Social inclusion outcomes	N/A
	Performance against service charter customer service standards, complaints data, and the department's response to complaints	N/A
	Discussion and analysis of department's financial performance	Parts 3 & 4
	Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations.	Page 2
	Agency resource statement and summary resource tables by outcomes	Pages 171–173

Part of report	Requirement item	Location
Part 5—Sustainability		
Corporate governance	Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines.	Page 85
	Statement of the main corporate governance practices in place	Part 5
	Names of the senior executive and their responsibilities	Pages 7–8
	Senior management committees and their roles	Pages 79–83
	Corporate and operational planning and associated performance reporting and review	Page 84
	Approach adopted to identify areas of significant financial or operational risk	Page 83
	Policy and practices on the establishment and maintenance of appropriate ethical standards	Page 83
	How nature and amount of remuneration for SES officers is determined	Page 86
External scrutiny	Significant developments in external scrutiny	Page 95
	Judicial decisions and decisions of administrative tribunals	Page 95
	Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman	Page 95
Management of human resources	Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Pages 86–93
	Workforce planning, staff turnover and retention	Pages 87–90
	Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs	Page 92
	Training and development undertaken and its impact	Page 91
	Work health and safety performance	Pages 92–93
	Statistics on staffing	Pages 86–93
	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Page 92
	Performance pay	Page 86
Assets management	Assessment of effectiveness of assets management	Part 3
Purchasing	Assessment of purchasing against core policies and principles	Page 94

Part of report	Requirement item	Location
Consultants	The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website.	Page 94
Australian National Audit Office Access Clauses	Absence of provisions in contracts allowing access by the Auditor-General	Page 94
Exempt Contracts	Contracts exempt from AusTender	Page 94
Financial Statements	Financial Statements	Pages 107–168
Other Mandatory Information	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Pages 92–93
	Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Page 96
	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Pages 97–106
	Grant Programs	Page 95
	Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms	93
	Correction of material errors in previous annual report	Page 172
	List of requirements	Pages 181–184